



*Town of Spencer*  
90 N West Street  
Spencer, Indiana 47460  
Phone (812) 829-3213

Form No. 7 SPC  
(A/02-09)

## **PRE-APPLICATION AND PRELIMINARY APPROVAL OF SUBDIVISION PLAT**

Prior to completing the attached application the petitioner must meet with the Plan Commission for a preliminary review. The Preliminary review process is an informal review of the proposed subdivision. The Plan Commission will jointly review the proposal for compliance with the requirements of the Master Plan, zoning and subdivision regulations. The Petitioner will also deliver the plan to the Town utility organizations for the review and comment. The Plan Commission will make recommendations as to the changes to the plan, if any, and the filing of the formal application for preliminary plat review. The following must be presented to the Plan Commission for their review:

1. Present use and configuration of the land, including existing land uses, improvements, easements, rights-of-way, available utilities, contamination or other hazards of the land, covenants, restrictions, and topography and drainage patterns.
2. Proposed use and configuration of the land, including lot sizes, dedications of public land, dedication of rights-of-way and easements, street and utility layouts, regarding plans and drainage improvements.
3. Proposed development name.

Once you have completed the pre-application process you may submit the application for preliminary plat approval. The Preliminary Plat must be in the following format and include the following information:

### **FORMAT:**

- (A) Two copies of the plat, Development Plan and supplementary data sheets shall be delivered to the Zoning Administrator for referral to the Plan Commission.
- (B) Paper copies of the plat and Development Plan are acceptable for primary approval. (As a guide, the final plat should be submitted on 20 inch wide by 18 inch high Mylar (or equivalent)).
- (C) The preferred scale is 100 feet to 1 inch. Other scales will be considered where the preferred scale compromises legibility.

### **INFORMATION TO BE INCLUDED:**

- (A) Name of the subdivision at the top of the plat.
- (B) Scale of plat and north point.

(C) Boundary drawing as follows, based on accurate traverse:

- (1) Showing angular and lineal dimensions, radii, internal angles, central angles, points of curvature and tangency, lengths of tangents and lengths of arcs;
- (2) Showing true courses and distances to the nearest official monuments that shall accurately describe the location of the plat;
- (3) Showing township section lines accurately tied to the lines of the subdivision by distances and courses; and
- (4) Showing municipal corporation lines within and adjacent to the tract.

(D) Boundary description by section, township and range, together with the legal description.

(E) Exact location, dimensions and names, as applicable, of the following.

- (1) Existing and proposed rights-of-way, public ways and easements, labeled Public Right-of-Way, Public Way, Public Utility Easement, Public Drainage Easement or Public Utility and Drainage Easement, as appropriate.
- (2) All existing or proposed streets within and adjacent to the tract, with existing and proposed names.
  - (A) Names of proposed streets shall, where possible, conform to the names of corresponding streets that abut and are to be extended into the subdivision.
  - (B) Except for the extensions, no proposed name shall duplicate that of any other street in the town.
  - (C) Street names for streets within the town are subject to the approval of the Town Council.
- (3) Proposed parks and other open public spaces, and parcels of land to be dedicated or temporarily reserved for public use or set aside for use of the property owners in the subdivision.
- (4) Permanent buildings or structures.
- (5) In the case of a re-plat, all the descriptive lines of the original plat being vacated shall be shown by dotted lines in their proper position in relation to the new arrangement of the plat, the new plat being clearly shown in solid lines so as to avoid ambiguity or confusion.
- (6) Contours of the land as follows.
  - (A) Where slopes are less than 20%, show vertical intervals of 1 foot.
  - (B) Where slopes exceed 20%, show vertical intervals of 5 feet.

- (7) Where lands are identified as flood hazard areas, show:
- (A) The elevation of the regulatory flood; and
  - (B) The area subject to inundation by the regulatory flood.
  - (C) Layout and numbering of lots.
  - (D) Dimensions on all lots, including lines, arcs, curves and easements.
  - (E) Building setback lines with dimensions.
- (F) The private restrictive covenants, if desired, for the plat.
- (G) A notation shall be included stating that none of the terms of the plat, except the private restrictive covenants, shall be changed without the approval of the Plan Commission.
- (H) The following certifications, names and signatures, in the order shown:
- (1) Property owner(s) names and signatures, with the acknowledgment of a notary public.
  - (2) Petitioner(s) names and signatures, with the acknowledgment of a notary public, if other than the property owner(s).
  - (3) Signature, registration number and seal of the registered professional land surveyor preparing the plat.
  - (4) Certification of the President and Secretary of the Plan Commission.
  - (5) Certification of the Town Council President and the Clerk-Treasurer.

You, as the Petitioner are responsible for completing, mailing and filing of notifications and legal advertisements in accordance with the Spencer Town Code and State law. Examples are included with your application for your reference.

The approval of a Preliminary Plat does not qualify a plat for recording with the County Auditor and the lots may not be conveyed until the Final Plat is approved. However, the approval of the Preliminary Plat shall constitute authorization to proceed with the construction of the required improvements. A Preliminary Plat shall be effective for a maximum period of 18 months, except that, upon application by the petitioner, the Plan Commission may grant an additional 12 month extensions. Once the extensions have been exhausted the process must start over.

Subdivision Application No.

## TOWN OF SPENCER PLAN COMMISSION PRELIMINARY PLAT APPLICATION

**This application must be submitted with the required application fee.  
All fees are non-refundable regardless of the outcome of the request.**

APPLICANT INFORMATION		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
OWNERSHIP STATUS: <input type="checkbox"/> OWNER <input type="checkbox"/> AGENT <input type="checkbox"/> CONTRACT BUYER		
SUBDIVISION INFORMATION		
NAME AND ADDRESS OF PROPERTY OWNER:		
NAME, ADDRESS, AND PHONE NUMBER OF ENGINEER:		
NAME, ADDRESS AND PHONE NUMBER OF SURVEYOR:		
PROPOSED SUBDIVISION NAME:		
GENERAL LOCATION:		
LEGAL DESCRIPTION: <b>ATTACH AND LABEL AS EXHIBIT "A"</b>		
MAPPING #:	SECTION:_____ TOWNSHIP:_____ RANGE:_____	
CURRENT ZONING CLASSIFICATION: <input type="checkbox"/> Agricultural District (A-1) <input type="checkbox"/> Business and Light Manufacturing District (BLM-1) <input type="checkbox"/> Industrial District (I-1) <input type="checkbox"/> Residential (select one) <input type="checkbox"/> R-1 <input type="checkbox"/> R-2 *If the property associated with this request is not currently zoned as residential you must also file a Request for Re-zone and pay the appropriate fee.		

Subdivision Application No.

TOTAL ACREAGE:	# OF PROPOSED LOTS:	AVERAGE SIZE OF LOTS:
ELECTRICAL SOURCE:	WATER SOURCE:	SEWAGE DISPOSAL SOURCE:  * If source is septic must have County Health Department Approval

I swear or affirm under the penalties for perjury, that the foregoing representations are true to the best of my knowledge and belief.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

I authorize this application and authorize the Plan Commission, Board of Zoning Appeals, its staff, and such other persons as the staff may deem appropriate to enter upon the property involved in this request for the purpose of analyzing this request.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\*The following documentation is to be supplied at the time of submission of the application:

- ☐ Deed
- ☐ Copy of Plat (may be in ordinary black and blue line copy)
- ☐ Certified List of adjacent landowners
- ☐ Authorization of Owner, if not fee simple owner
- ☐ Copy of Restrictive Covenants, if any
- ☐ Application Fee (Non-refundable)

THIS INSTRUMENT PREPARED BY: Richard W. Lorenz, Attorney at Law, Spencer, Indiana

***Legal Notice Example***

**LEGAL NOTICE**  
**PLAN COMMISSION**

The Town of Spencer Plan Commission will meet on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ : \_\_\_\_\_ o'clock a.m./ p.m in the Municipal Building, 90 N West Street, Spencer, Indiana in order to hear the following application:

Preliminary Plat Approval For

---

(Name of Subdivision)

The Preliminary Plat may be examined in the office of the Spencer Town Clerk/Treasurer, Municipal Building, 90 N West Street, Spencer, Indiana.

Interested parties may offer an oral opinion at the Hearing or may file a written comment concerning the matter to be heard prior to the Hearing.

---

Petitioner(s) Name

---

Date

***Notice to Adjacent Landowners Example***

Date

**VIA CERTIFIED MAIL**

Name of Adjacent Landowner

Address

City, State, Zip

RE: Name of Proposed Subdivision: subdivision name  
Subdivision Application #application no.

Dear name:

Name will be appearing on the       day of       , 20       at       :       o'clock  
a.m./ p.m before the Town of Spencer Plan Commission for Preliminary Plat approval for the  
Name of Subdivision Subdivision.

The Preliminary plat may be examined in the office of the Spencer Town  
Clerk/Treasurer, Spencer Municipal Building, 90 N West Street, Spencer, Indiana.

As an interested party and adjacent owner you are invited to attend the meeting at said  
date and time to voice your approval or any concerns that you may have regarding this matter.

Thank you for attention to this matter herein.

Sincerely,